

## **INSTRUCTIONS TO BIDDERS**

### **1. INSPECTION:**

Property being offered for sale in conjunction with any public auction of the Government of the District of Columbia, and conducted by the Office of Contracting and Procurement's Personal Property Division, will be available for inspection on the Tuesday and Wednesday immediately preceding the day of the auction.

Interested parties can inspect the subject property by visiting the various Government of the District of Columbia Departments/Agencies where the property may be located (for specific locations consult the Sales Listing of the particular monthly auction in which you are interested, or contact the Personal Property Division on (202) 576-7850 for more information.

It is the responsibility of each individual bidder to inspect the property on which they intend to bid.

### **2. REGISTRATION:** (the day of the sale from 9:00 A.M. - until)

Interested bidders must register prior to participation, and receive a Bidder's Card for use when bidding.

To register, one must be at least 18 years of age and present a valid State issued picture ID.

Individuals representing businesses should register in the name of the company they're representing, as motor vehicle Certificates of Title will be assigned in the name of the registered bidder **only**.

**EMPLOYEES OF THE GOVERNMENT OF THE DISTRICT OF COLUMBIA, MEMBERS OF THEIR HOUSEHOLD OR INDIVIDUALS ACTING ON THEIR BEHALF ARE NOT ELIGIBLE TO PARTICIPATE IN THESE SALES AND THEY WILL NOT KNOWINGLY BE ALLOWED TO REGISTER.**

**NO PROPERTY OFFERED FOR SALE DURING THESE PUBLIC SALES SHALL BE PURCHASED, EITHER DIRECTLY OR INDIRECTLY, BY ANY EMPLOYEE OF THE GOVERNMENT OF THE DISTRICT OF COLUMBIA, BY ANY MEMBER OF HIS/HER HOUSEHOLD OR BY HIS/HER AGENT; I.A.W. DC Materiel Management Manual, §2632.1, Para. Q.4 Personal Property Regulations (Saleable Surplus). Appropriate civil and/or administrative action will be taken against employees or individuals registering in violation of this rule.**

### **3. BIDDING:**

Bidders must be physically present to submit a bid.

It is the responsibility of each individual bidder to display his/her Bidder's Card prominently when submitting a bid in response to the auctioneer's call and to insure that the Auctioneer is aware of his/her bid. Bids are accepted in whole dollar amounts only and sale is to the highest bidder submitting an acceptable bid (the decision of the Auctioneer is final in the event of any dispute).

4. **PAYMENT:** ALL SALES ARE FINAL!

PAYMENT IS REQUIRED IN THE FORM OF EITHER CASH, CERTIFIED CHECK, CASHIER'S CHECK OR MONEY ORDER MADE PAYABLE TO THE DC TREASURER (ALSO ACCEPTABLE, ARE COMPANY CHECKS WITH PRIOR APPROVAL). **NOT ACCEPTABLE** ARE PERSONAL CHECKS, COMPANY CHECKS WITHOUT PRIOR APPROVAL, THIRD PARTY OR PAYROLL CHECKS, AND CREDIT CARDS.

No deposit is required for sale participation, however, **PAYMENT IN FULL** is expected by close of business (C.O.B.) on the day of the sale. If for any reason payment is not made by C.O.B. on the day of the sale; payment in full must be received **NOT LATER THAN 12:00 Noon** on the day following the sale (**ABSOLUTELY NO EXCEPTIONS WILL BE ALLOWED**).

Failure to make payment as required will result in a judgment of default, against the successful bidder and the property in default being made available for sale at a future date/time.

Bidders in default will be barred from participation in future public auctions for a minimum of six months, however, at the discretion of the government they may be barred permanently and their delinquent accounts assigned to a collection agency for collection if not satisfied voluntarily.

5. **RELEASE OF PROPERTY:**

All property sold during this public sale will be released upon receipt of payment in full.

**PROPERLY ASSIGNED CERTIFICATES OF TITLE WILL BE PROVIDED IN THE NAME IN WHICH THE BID WAS SUBMITTED AND ACCEPTED ONLY (there will be no exceptions to this policy so please don't ask).**

6. **REMOVAL OF PROPERTY:**

All property sold during these Public Auctions must be removed by close of business on the day following the auction;

The successful bidder bares the responsibility for providing all labor and/or equipment necessary to safely and orderly remove any and all property purchased during the Auction.

**PERSONAL PROPERTY DIVISION PERSONNEL ARE NOT REQUIRED TO ASSIST IN PROPERTY REMOVAL BEYOND THE END OF THE WAREHOUSE LOADING DOCKS. Direct any questions to: Canardo M. Richardson, Chief, Personal Property Division, at (202) 576-6472.**

7. **RIGHT TO WITHDRAW PROPERTY:**

The Government of the District of Columbia through the Chief, Personal Property Division (or his designee) reserves the right to withdraw any or all property offered for sale during this Public Sale; at any time prior to it being declared sold, if in his opinion it is deemed to be in the best interest of the Government of the District of Columbia to do so.

8. **RIGHT TO REJECT BIDS:**

The Government of the District of Columbia through the Chief, Personal Property Division (or his designee) reserves the right to reject any or all bids offered for any property being sold during these Public Auctions; at any time prior to it being declared sold, if in his opinion it is deemed to be in the best interest of the Government of the District of Columbia to do so.

9. **DISCLAIMER:**

All property offered for sale during this Public Sale is offered "AS IS," "WHERE IS," and without recourse against the Government of the District of Columbia.

**NO GUARANTEE, WARRANTY OR OTHER REPRESENTATION IS EITHER EXPRESSED OR IMPLIED AS TO THE CONDITION OF SAID PROPERTY; AND NO CLAIMS WILL BE CONSIDERED FOR DAMAGES OR MISSING PARTS NOT REPORTED IN THE SALES LISTINGS.**

Canardo M. Richardson, CPM  
Chief,  
Personal Property Division